

<p align="center">9 RECORDKEEPING</p>	<p align="center">Page 1 of 1</p>
<p align="center">Division of Forensic Science</p> <p align="center">SAFETY MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 13-February-2004</p>
<div data-bbox="605 296 1092 323" data-label="Section-Header"> <h2 align="center">9 RECORDS AND RECORDKEEPING</h2> </div> <div data-bbox="151 357 1544 510" data-label="Text"> <p>Records and recordkeeping policies are an essential part of a complete health and safety (H&S) program. DFS maintains all required records in compliance with applicable regulations and standards. These includes copies of, or access to, those regulations and standards, this Manual and its Appendices, and all records required therein, and other documents which contribute to the H&S Program. Records are maintained by the Safety Coordinator/Officer, Laboratory Director or designee. The records noted below are those maintained by DFS.</p> </div> <div data-bbox="151 539 391 567" data-label="Section-Header"> <h3>9.1 Training Records</h3> </div> <div data-bbox="199 600 1127 630" data-label="Text"> <p>Training records for the following will be maintained for all employees, as appropriate:</p> </div> <div data-bbox="199 663 1040 758" data-label="List-Group"> <ul style="list-style-type: none"> • the Exposure Control Plan, • either the Chemical Hygiene Plan or the Hazard Communication Plan, and • respirator use, first aid, spill cleanup, fire fighting, and/or evacuation. </div> <div data-bbox="199 789 1084 819" data-label="Text"> <p>Records will document, at a minimum, the date of training and the training content.</p> </div> <div data-bbox="151 850 480 877" data-label="Section-Header"> <h3>9.2 Accident Documentation</h3> </div> <div data-bbox="199 911 1544 970" data-label="Text"> <p>Accident reports, investigation documentation, and responsive actions will be maintained. Related forms, e.g., the OSHA 200 Log and Sharps Injury Log will be generated from these records.</p> </div> <div data-bbox="151 1001 526 1031" data-label="Section-Header"> <h3>9.3 Employee Exposure Records</h3> </div> <div data-bbox="199 1064 1359 1092" data-label="Text"> <p>Records pertaining to any actual or suspected employee exposure to hazardous chemicals will be maintained.</p> </div> <div data-bbox="151 1123 964 1152" data-label="Section-Header"> <h3>9.4 Inspection, Maintenance and Repair Records for Safety Equipment</h3> </div> <div data-bbox="199 1184 1544 1213" data-label="Text"> <p>Records pertaining to exhaust hoods and biological safety cabinets, safety showers, and similar equipment will be maintained.</p> </div> <div data-bbox="151 1245 391 1272" data-label="Section-Header"> <h3>9.5 Medical Records</h3> </div> <div data-bbox="199 1306 1544 1428" data-label="Text"> <p>Medical records related to accidents, exposures, suitability for work (e.g., respiratory fit tests), etc., will be maintained. Note that the nature, content and confidentiality of many of these records are specified by the controlling regulations and standards. Every effort should be made to ensure that DFS files contain only appropriate medical information, and written permission of the employee be obtained to include any confidential information.</p> </div> <div data-bbox="151 1459 472 1488" data-label="Section-Header"> <h3>9.6 Waste Disposal Records</h3> </div> <div data-bbox="199 1522 1495 1549" data-label="Text"> <p>Records of collection, transport, storage, and disposal, as appropriate, of hazardous and medical waste will be maintained.</p> </div> <div data-bbox="151 1581 664 1610" data-label="Section-Header"> <h3>9.7 Suggestions/Complaints from Employees</h3> </div> <div data-bbox="199 1642 1382 1671" data-label="Text"> <p>Records of employee comments on the program and its operation, and any responses taken, will be maintained.</p> </div> <div data-bbox="1482 1675 1544 1703" data-label="Text"> <p align="right">◆End</p> </div>	